

FAA Center for Management and Executive Leadership

Facility Amenities and Services

Accommodations

Upon check-in, you will be issued a **room key** that also provides access to the exterior doors of the facility and a **parking permit**, allowing you to park in the permit-only lots.

Residence Halls and Parking Facilities

While you are at the Center, you will live on campus in one of the two residence halls. The residence halls are adjacent to the main building and can accommodate 200 guests. Parking facilities for guests are conveniently located outside each residence hall in permit only lots. When the facility is at full capacity, overflow parking is designated in several outer grassy areas. **Park only in specifically designated areas.**

You are assigned your own private room with private bath and shower. **Smoking is not permitted** in any CMEL buildings, including your dormitory room. Several outside areas have been designated as smoking areas.

Your linens and towels, as well as housekeeping services, are provided on a daily basis. If you have special housekeeping requirements, please contact the receptionist at the Front Desk. Room furnishings and other amenities include:

- queen size bed
- desk and desk chair
- night table
- lounge chair and ottoman
- iron and ironing board
- interior corridors
- alarm clock
- telephone with voice mail
- free local calls
- internet and LAN access
- guest use FAX machine
- cable television with remote
- hair dryer (available by request)
- coin-operated laundry facilities (1st floor – rooms A-103 and B-103)
- ice machine (1st floor across from room 161)
- 24-hour security

For your safety, please familiarize yourself with CMEL's emergency procedures upon your arrival. Emergency exits are posted throughout the building and in each room of the residence halls. Emergency procedures are posted on the door of each room. Additional information can be found in the Guest Handbook in your room when you arrive. Look under Section 2: EMERGENCY / MEDICAL / HEALTH SERVICES.

Facility Amenities

Diagrams of the facility layout are found in your room's Guest Handbook, with copies for your personal use available at the Front Desk. This will help you locate your classroom/meeting room, and direct you to other facilities and services available at CMEL. CMEL offers a wide range of fitness opportunities for your after-class hours. These include a swimming pool; exercise facilities; areas for basketball, racquetball, volleyball; a multi-station health trail, and bicycles. Upon your arrival, the receptionist at the Front Desk can provide further information or assistance.

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Reasonable Accommodations

CMEL staff will assist guests in making necessary arrangements to accommodate any special needs. Contact the Front Desk or FAA Student Services as far in advance of your arrival as possible. This will help us to obtain the appropriate services, equipment, etc. you have requested.

Service animals used to guide or assist those with special needs are welcomed at CMEL. Upon your arrival, please confirm with the Front Desk that you are visiting the facility with a service animal in order that we may assist you in making arrangements for its care.

Guest Lounges

If you want to relax and visit with your fellow guests, a lounge is located in each residence hall. The lounges have cable television, game tables, puzzles, cards, etc. for your enjoyment. Sometimes the lounges are used for overflow meeting space during certain peak periods at the CMEL. The receptionist at the Front Desk can advise you if the lounges are reserved for this purpose during your stay.

Laundry Facilities

The first floor of each residence hall contains coin-operated washers and dryers and coin-operated vending machines with detergents. If needed, change can be obtained from the vending machines in the dining area. An iron and ironing board are also furnished. The laundry rooms are open 24 hours a day.

Several dry cleaners are located throughout the business district of Palm Coast in the Old Kings Commons Shopping Center, Palm Harbor Shopping Village, and St. Joe Plaza. An area map is available in your room's Guest Handbook to direct you to these local shopping areas.